

Department of the Army
Headquarters, Fort Monroe
Fort Monroe, Virginia 23651-5000

*FM Regulation 635-1

1 January 2006

**PERSONNEL SEPERATIONS
CEREMONIAL SUPPORT**

Summary. This regulation prescribes policies and procedures for Fort Monroe Garrison support for ceremonies.

Applicability. This regulation applies to Headquarters, Fort Monroe and all tenant activities located on Fort Monroe. It also applies to Reserve Component units using installation facilities.

Suggested improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization and Security(DPTMS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: IMNE-MNR-PL, Fort Monroe, VA 23651-1052. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is available on the Fort Monroe Homepage at <http://fort.monroe.army.mil>.

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***This regulation supersedes FM Regulation 635-1, 16 Apr 79.**

1-1. Purpose. This regulation prescribes policies and procedures governing Fort Monroe Garrison support given to all ceremonies.

2-1. References. Required publications are--

- (1) AR 600-25, Salutes, Honors, and Visits of Courtesy.

(2) AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

(3) FM 3-21.5, Drill and Ceremonies.

3-1. Explanation of abbreviations. The glossary contains abbreviations used in this regulation.

4-1. Policy.

a. All requests for support must be received not later than (NLT) 90 days prior to the date of an event. All requests for support received less than 90 days prior to the event will be approved on a case-by-case basis. The Garrison Commander will have the final approval authority over all requests for ceremonial support but, in most cases, that authority will be delegated to the Chief, Plans and Training.

b. Requests for support for Fort Monroe Garrison and tenant organizations may be submitted directly to Chief, Plans and Training Division. All requests for support from outside agencies must be submitted in writing to the Fort Monroe Garrison Commander.

c. The level of support provided will be determined by the level of command hosting the ceremony:

(1) Full support will be provided for a ceremony being hosted by a three star General/Flag Officer or higher.

(2) Partial support will be provided if the host is a two star General/Flag Officer or below.

(3) In certain ceremonies, minimal or no support will be provided. The level of support will be determined by the DPTMS, Plans and Training Division.

d. All support provided by Fort Monroe Garrison is for ceremonies that take place on Fort Monroe only. Exceptions will be considered on a case-by-case basis.

e. Areas not covered in this regulation will be considered on a case-by-case basis by the Garrison Commander or their designated representative.

5-1. Responsibilities.

a. DPTMS, Plans and Training Division, has the responsibility of "Lead" for all ceremonial support provided by Fort Monroe Garrison. Plans and Training will--

(1) Publish and post a draft memorandum of instruction (MOI) at least 45 days prior to every event, whenever possible, with follow up draft MOIs published on an as needed basis. MOIs will

task all garrison assets for support needed to accomplish the mission.

(2) Publish and post a final MOI one to three working days prior to the date of each event.

(3) Attend and/or conduct all in progress reports (IPR) held for each event, if possible.

(4) Provide an on-site representative for all ceremonies held on Fort Monroe whenever possible.

(5) Conduct a monthly planning meeting with representatives from each directorate to review each upcoming ceremony.

(6) Refer all request from off post for Color Guard support to Fort Eustis(Public Affairs Office), except for requests from the Veterans Administration Hospital, Hampton, VA.

(7) Coordinate support with agencies outside the Fort Monroe Garrison, such as The United States Continental Band (TUSCAB), as needed.

b. Commander, Headquarters and Headquarters Company (HHC). HHC will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Commander.

(2) Provide ceremonial support in accordance with (IAW) MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

(3) Provide noncommissioned officers in charge (NCOIC) and soldiers to support all Training and Doctrine Command (TRADOC) Salute Battery missions.

c. TRADOC Salute Battery. NCOIC will--

(1) Provide ceremonial support IAW AR 600-25 and MOIs published by the Chief, Plans and Training. Any changes of suspense dates/times must be approved by the Chief, Plans and Training or their designated representative.

(2) Forecast all ammunition required to provide full support.

(3) Provide all required training for non-13 series soldiers which allow them to accomplish all firing missions safely.

(4) Perform all required maintenance to keep howitzers in good firing condition.

(5) For safety reasons, the Salute Battery will only fire at Continental Park and Walker Airfield.

d. Provost Marshal Office. PMO will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Provost Marshal.

(2) Develop and implement all traffic control, parking and security plans IAW MOIs published by the Chief, Plans and Training. Any changes of suspense dates/times must be approved by the Chief, Plans and Training or their designated representative.

e. 233rd Military Police (MP) Detachment. MP Detachment will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Commander.

(2) Provide all ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

f. The Safety Office. Safety Office will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Chief.

(2) Provide medical personnel for ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

(3) Conduct safety assessments of all ceremonial set ups and report violations to the Plans and Training office for corrections.

e. Directorate of Public Works (DPW). DPW will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Director.

(2) Provide ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

f. Directorate of Logistics (DOL). DOL will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Director.

(2) Provide ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

g. Directorate of Resource Management (DRM). DRM will provide resource support for ceremonies IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

h. Directorate of Moral, Welfare and Recreation (DMWR). DMWR will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Director.

(2) Provide ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

(3) Provide information on morale, welfare, and recreation sponsored events that require support to Plans and Training NLT 90 days prior to the event.

i. Directorate of Information Management (DOIM). DOIM will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Director.

(2) Provide ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

j. Public Affairs Office (PAO). PAO will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Director.

(2) Provide ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

k. The Office of the Judge Advocate General will provide legal reviews and legal guidance on requests as needed.

l. Religious Support Office (RSO). RSO will--

(1) Provide one representative to attend the monthly planning meeting who has the authority to speak for the Director.

(2) Provide ceremonial support IAW MOIs published by Plans and Training. Any changes of suspense dates/times must be approved by Plans and Training or their designated representative.

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Appendix A

Reoccurring Events (This list is subject to change)

JAN Martin Luther King Birthday
Monthly Retirement Ceremony
Post Run

FEB African-American History Month
Post Run

MAR Woman's History Month
Monthly Retirement Ceremony
Post Run

APR Easter Sunrise Ceremony
Holocaust Day of Remembrance
Retiree Day
Post Run

MAY Memorial Day Hampton Cemetery
Memorial Day Salute
Safety Day
Spring Cleanup
Asian-Pacific Heritage Month
Monthly Retirement Ceremony
Post Run

JUN Father Daughter Dance
Music under the Stars (Jun-Aug)
TRADOC Organizational Day
Drill SGT of the Year
Army Birthday Celebration
Post Run

JUL 4th of July Celebration
Monthly Retirement Ceremony
Post Run

AUG Woman's Equality Day
Kids Day
Hampton Cup Regatta
1812 Overture Concert
Post Run

SEP Hispanic Heritage Month
Soldier Appreciation Day
Monthly Retirement Ceremony
Post Run

OCT Army Soldier Show
National Disabilities Awareness Month

Post Run

NOV Native American Heritage Month
Fall Cleanup
Monthly Retirement Ceremony
Post Run

DEC Tree Lighting Ceremony
Jingle Bell Run
Army Band Christmas Concert
Post Run

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Appendix B
Sample MOI

IMNE-MNR-PLO (600-25c)

FINAL

as of 25 Jul 05

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: July Retirement Ceremony

1. Concept of operations. General John P. Doe will be hosting the Retirement Ceremony at Continental Park on 29 Jul 05, 0900, in honor of those soldiers and civilians retiring. The following outlines garrison support.

2. Responsibilities.

a. DPTMS, Plans and Training Division.

(1) Supervise placement of equipment.

(2) Emplace and uncase the Four Star Officer flag when host arrives.

(3) Coordinate with DPW/DOL for the movement of two 50-man bleachers to Continental Park NLT, 26 Jul 05, 1300.

(4) Provide and emplace four gold stanchions on Continental Park NLT 29 Jul 05, 0745.

(5) Reserve the Post Theater for rehearsal and ceremony (inclement weather location).

b. HHC.

(1) Provide detail with NCOIC to place/setup the 50 State flags, six territorial flags, one canopy, 120 chairs (seven rows of 20 split into two sections and two 50-man bleachers on each side) on Continental Park NLT 29 Jul 05, 0600.

(2) Provide salute battery to render a 17-gun salute to the host. Uniform will be BDUs, sleeves down. Ensure no one is allowed on the seawall adjacent to Continental Park. This includes runners and spectators.

IMNE-MNR-PLO (600-25c)

FINAL

as of 25 Jul 05

SUBJECT: July Retirement Ceremony

(3) Ensure salute battery is positioned on Continental Park NLT 29 Jul 05, 0800 for Ceremony. Coordinate with DPW/DOL

(x3419) for pick up of two MSD vehicles NLT 28 Jul 05, 1600 and return 29 Jul 05, 1300.

c. 233rd MP Detachment. Provide Color Guard. Color guard will carry the National, U.S. Army with Streamers, and TRADOC flags. Uniform will be BDUs, sleeves down.

d. PMO.

(1) Provide traffic control personnel for traffic control points during the ceremony. Ensure traffic control points are setup NLT 29 Jul 05, 0800.

(2) Ensure Ingalls Extension is blocked off NLT 28 Jul 05, 1600.

e. DOIM.

(1) Audiovisual Branch.

(a) Provide two rostrums with microphone for host and narrator to use during ceremony. Set up at Continental Park 45 minutes prior to the ceremony.

(b) Provide podium with microphone for narrator to use during rehearsal on 28 Jul 05, 0845.

(2) Photo Branch. Provide photographic coverage as coordinated with Protocol. Ensure photographer is at Continental Park 15 minutes prior to the ceremony.

(3) Graphic Arts Branch. Provide support for program as coordinated with Protocol.

f. Safety Office.

(1) Provide appropriate medical support. Medical personnel will be in place NLT 20 minutes prior to start of ceremony.

(2) Fill water barrels to secure tent NLT 29 Jul 05, 0630.

IMNE-MNR-PLO (600-25c)

FINAL

as of 25 Jul 05

SUBJECT: July Retirement Ceremony

(3) Be prepared to wash down the steps of the Post Theater in the event of inclement weather.

g. DMWR. Provide two 50-man bleachers for the ceremony NLT 26 Jul 05, 1300.

h. DPW.

(1) Ensure streets adjacent to Continental Park are swept with street sweeper, and the grass is mowed, edged, and sprayed with insecticide if sampling indicates NLT 26 Jul 05, 1600.

(2) Ensure the water sprinkler system on Continental Park does not activate three hours prior to rehearsal or ceremony.

(3) Provide one flat bed truck with driver to transport two 50-man bleachers to Continental Park NLT 26 Jul 05, 1300 and return bleachers to there original location NLT 29 Jul 05, 1500.

(4) Ensure the Post Theater is cleaned NLT 27 Jul 05, 1600.

i. Secretary, Post Commander. Ensure marquee at the front gate reads "Fort Monroe, Retirement Ceremony, Continental Park, 29 Jul, 0900" NLT 25 Jul 05.

3. Coordinating Instructions: Coordination has been made with the following TRADOC units/offices:

a. TRADOC Protocol.

(1) Provide narrator, certificate holder, and General Officer escort for the ceremony. Ensure narrator is at Continental Park NLT 29 Jul 05, 0830.

(2) Brief retirees and host prior to rehearsal.

(3) Provide ushers. Ushers will report NLT 29 Jul 05, 0830. Uniform will be BDUs, sleeves down.

(4) Supervise planning and conduct of ceremony.

IMNE-MNR-PLO (600-25c)

FINAL

as of 25 Jul 05

SUBJECT: July Retirement Ceremony

(5) Fill out photographer work order at DOIM.

b. TUSCAB. Provide music for the ceremony. Coordinate music selection with Protocol. Uniform will be BDUs, sleeves down.

4. Position Time. Band, Color Guard and Salute Battery will assemble at Continental Park 30 minutes prior to ceremony.

5. Rehearsal. TRADOC Protocol will conduct a rehearsal on Continental Park on 28 Jul 05, 0900. The following personnel will attend the rehearsal:

- a. TRADOC Command Sergeant Major.
- b. Commander, TUSCAB.
- c. Plans and Training representative.
- d. Protocol representative.
- e. Retirees.
- f. Narrator.
- g. Salute Battery, NCOIC and Watchman.
- h. Color Guard.
- i. Audio/Visual representative.

6. Inclement weather. In case of inclement weather the Retirement Ceremony will be held in the Post Theater.

7. The POC for this event is Mr. Smith, TRADOC Protocol, x4401. The POC for this MOI is SGT Jones, Plans and Training Division, x3339.

MICHAEL A. LEIBOLT
Chief, Plans and Training
Division

DISTRIBUTION:

HHC

DOIM

233rd MP Detachment

PMO

DPW
DMWR
TUSCAB
TRADOC Protocol
Post Safety
Secretary, Post Commander

CF:
CDR, Fort Monroe
CSM, Fort Monroe

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Glossary

AR	Army Regulation
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DMWR	Directorate of Morale, Welfare, and Recreation
DPTMS	Directorate of Plans, Training, Mobilization, and Security
DPW	Directorate of Public Works
HHC	Headquarters, Headquarters Company

FM	field manual
IAW	in accordance with
IPR	in progress report
MOI	memorandum of instruction
MP	Military Police
NLT	not later than
PAO	Public Affairs Office
PMO	Provost Marshal Office
RSO	Religious Support Office
TRADOC	Training and Doctrine Command
TUSCAB	The United States Continental Army Band

/S/
JASON T.EVANS
Colonel, Adjutant General
Commanding

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<http://fort.monroe.army.mil>